



**COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
REVIEW FORM FOR ATTORNEYS PROVIDING LEGAL SERVICES**

G.L. c. 30, s. 65(a)(3) provides that the Office of the Attorney General (AGO) will be consulted when a lawyer who is not a state employee will be providing legal services for the Commonwealth or for any department, agency, board or commission thereof. Prior written review by the AGO is required before legal services are performed under a contract. The AGO review of legal services contracts is limited to determining that any attorney/firm hired by a department is a member of the Massachusetts Bar (or out of state bar) in good standing, has no apparent conflicts of interest, and if providing litigation services, will appear in court on behalf of the Commonwealth only after his/her appointment as a Special Assistant Attorney General (SAAG) by the AGO. This form must be completed and mailed (with required attachments) to the AGO for any new legal services contract, and for any significant amendment to the scope of services under an existing contract, PRIOR to the start of performance or change in performance.

Today's Date:	
Department Name:	
Department Contact Person:	
Department Mailing Address:	
Department Contact Person Email:	
Department Contact Person Telephone:	
Department Contact Person Fax:	
Full Legal Name of Law Firm being Hired:	
Legal Business Address of Law Firm:	
Full Legal Name(s) of all Attorney(s) assigned to perform legal services:	
Date by which Legal Services, if approved, are requested to begin: <i>(Please allow 2 weeks for review and approval by the General Counsel's Office.)</i>	

PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS:

_____ A detailed **Scope of Services** outlining the specific legal services (H09 and N03 object codes) that will be performed by the attorney or firm. If the services are being procured using a Request for Response (RFR) include only the relevant portions identifying the services, not the entire RFR. The scope of services must also identify whether or not the attorney/firm plans to represent the Department/Commonwealth in court (either in Massachusetts or in another jurisdiction). If litigation services are to be provided, each attorney representing the Commonwealth must be approved as a SAAG by the AGO **prior** to beginning any services.

_____ A copy/printout of the Board of Bar Overseers record of good standing **for each attorney** listed above who will be assigned to perform services, or who are identified as "key personnel" under the Contract. Link to the following Internet site: <http://db.state.ma.us/obcbbo/bboreg/lookup.asp>. Locate each attorney assigned to perform contract services and print out the "Attorney Status Report" for each attorney. Similar documentation of licensure and good standing must be provided for any out-of-state attorney. Departments must annually verify that any attorney(s) assigned to the contract remains in good standing for the duration of the contract.

**Mail this form and attachments (Do Not Fax) to: Office of the Attorney General, Attn: General Counsel,
One Ashburton Place, 20th Floor, Boston, Massachusetts 02108**

_____ A statement disclosing each matter the attorney who is performing legal services under the contract or, in the case of a firm, each and every attorney in the firm has pending, in which the Commonwealth or any agency, department, board, commission, or employee thereof, is an adverse party. If there is no such matter, a statement that the attorney or, in the case of a firm, each and every attorney in the firm, has no matter pending in which the Commonwealth or any agency, department, board, commission, or employee thereof is an adverse party. See [G.L. c. 30, s. 65\(a\)\(3\)](#). (Please attach any relevant correspondence.)

_____ A statement from the agency requesting outside legal services under the contract stating that the agency has reviewed and analyzed the legal services contract and the information provided in the above paragraph, and recommends that the AGO General Counsel determine that any attorney named in the legal services contract is a member in good standing of the Massachusetts Bar or an out of state bar and has no conflicts of interest (or, to the extent such conflicts of interest exist, they should be waived) because:

_____ Executive Departments must attach a [Consultant Contractor Mandatory Submission Form](#) completed by the Contractor with all required attachments. See [G.L. c. 29, s. 29A](#) and [G.L. c. 7A, s. 6](#). Non-Executive Departments must attach a statement of financial interest from the attorney(s) (see [G.L. c. 7A, s. 6](#)) and a resume, but may use the [Consultant Contractor Mandatory Submission Form](#) or other appropriate format.

THE AGO REVIEW CANNOT BE COMPLETED WITHOUT COPIES OF THESE DOCUMENTS. (Copies of the documents submitted to the AGO will not be returned.) Unless otherwise requested by the Department, the AGO will fax a copy of the endorsed Review Form back to the Department. The Department should attach a copy of the endorsed Review Form to the original contract.

**IRRESPECTIVE OF CONTRACT EXECUTION DATES OR OTHER CONTRACT APPROVALS,
LEGAL SERVICES MAY NOT BEGIN UNTIL AGO REVIEW IS COMPLETED.**

**DEPARTMENTS ARE REMINDED THAT THEY MUST ALSO OBTAIN CERTIFICATION OR
APPROPRIATE AUTHORIZATION FROM THE GOVERNOR'S LEGAL COUNSEL.**

SEE G.L. C. 30, S. 65(a)(1) or (c).

Review of the attorneys listed above has been completed by the Office of the Attorney General:

Office of the Attorney General Reviewer Signature

Date:

Print Reviewer Name

Print Reviewer Title